

Conference Missing Items Reminder

Dear [Recipient's Name],

We hope this message finds you well. We are writing to remind you that some items are still missing from the recent conference held on [Conference Date].

The following items have not been returned:

- [Item 1]
- [Item 2]
- [Item 3]

We kindly ask that you return these items at your earliest convenience. Your cooperation is greatly appreciated as it helps us maintain our inventory for future events.

If you have any questions or if the items have been returned already, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]
[Contact Information]